Osborne
Co-operative Academy Trust

Self-help
Self-responsibility
Equity
Equality
Democracy
Solidarity

Acceptable Use of ICT Policy: Parents and Carers

First approved by Trust Board: March 2015

Review Frequency: Every Two Years

Date of last review: June 2026

Date of next review: June 2028

Osborne Co-operative Academy Trust

Version Control

Author	Date Created	Version	Notes
	2015	1.0	
ICT SIG	2019	2.0	ICT SIG
ICT SIG	2020	3.0	Amended to include remote learning Guardian replaced with carer
ICT Sub Committee	2022	4.0	Reference to lockdown removed
ICT Sub Committee	2024	5.0	Drawing upon elements from the LGfL 'AUP for PARENTS' New - Now includes an emphasis on the parental modelling of safe use of digital technologies in the home, online and when on school premises. Signposting LGfL Parent Safe platform and ONLINE TUTORING poster. Updated - An emphasis on parental commitment to supporting the elements signed by pupils. **Use of digital images - photography and video:** Updated text removing CD-ROM/DVD. Addition of 'and/or social media'.
Dave Smith	2026	6.0	No amendments

Osborne Co-operative Academy Trust

Osborne Co-operative Academy Trust is a multi-academy trust (MAT) incorporated around the principles and values of the international co-operative movement. These are Equality, Equity, Democracy, Self-help, Self-Responsibility and Solidarity, along with the ethical values of openness, honesty, social responsibility and caring for others. These values and principles underpin all our actions.

Acceptable Use Policy
Parents/Carers Agreement Form

Parent / Carer name: _____

Pupil/ Student name(s): _____

As the parent or legal carer of the above pupil/student(s), I grant permission for my daughter or son to have access to use the internet, email and other ICT facilities within Osborne Co-operative Academy Trust.

I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which they have signed.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching Online Safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if the school has concerns about their online safety or behaviour that they will contact me.

I will support the Trust by promoting the safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's online safety.

I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

When I visit the school premises, I will keep any online technology in my pocket wherever possible.

The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age (for nearly every social media platform, this means under 13).

I understand that my child needs a safe and appropriate place to do remote learning if school is closed (similar to regular online homework). When on any video calls with school, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.

If my child has online tuition I will undertake necessary checks where I have arranged this privately to ensure they are registered/safe and reliable, and for any tuition remain in the room where possible, and ensure my child knows that tutors should not arrange new sessions or online chats directly with them. NB. See the 'ONLINE TUTOR' poster below.

I understand that the Trust or the individual schools accept no responsibility for any loss and/or damage to my child's personal device. I understand that the decision to bring in a personal device into school rests with me as the parent or guardian, as does the liability for any loss and/or damage that may occur.

For more information on keeping your child safe online – visit https://parentsafe.lgfl.net/

Parent/Carer signature: _____

Date: ___/___/___

Use of digital images - photography and video:
Privacy Notice

We are required by law to retain a photo of each pupil as part of our educational record. We sometimes wish to use digital images, e.g., photos, videos, audio recordings to enhance education provision, inclusion and recreation. When this is the case, we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. Where consent has been provided for the use of images, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital images for archiving purposes. As we will be relying on consent when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the school. Every effort will be made to delete the images, but please note that where consent has been provided for the publication of the images, the school may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.

The school is the Data Controller for this information. This information may be shared in order to celebrate successes or promote our education services. Please note we only share information required for that particular purpose and then only the minimum required. We may share digital images with your consent with:

- The school website provider
- Local media
- School photographer
- Essex Records Office
- Social Media platforms

No digital images are routinely available outside of the UK. However, where digital images are used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

The school will comply with the Data Protection Act and request parents/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital / video images.

Agreement

I also agree to the Trust using photographs of my child or including them in video material, as I understand that images will only be used to support learning activities or in publicity, that reasonably promotes the work of the school or Trust and for no other purpose. Examples of use include:

a) Photographing pupils at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing them to see their work and make improvements;
b) In school wall displays and PowerPoint presentations to capture images around the school or in the local area as part of a project or lesson;
c) Within an electronic document sharing good practice; in our school prospectus or on our school website and/or social media. In rare events, pupils could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Parent/Carer signature: _____ Date: ___/___/___

ONLINE TUTORS
KEEPING CHILDREN SAFE

GUIDANCE FOR PARENTS & CARERS

YOU MIGHT GET A TUTOR FROM SCHOOL, THE NATIONAL TUTORING PROGRAMME, A GOOGLE SEARCH OR A RECOMMENDATION. BUT ANYONE CAN CALL THEMSELVES A TUTOR, SO HOW CAN YOU KEEP YOUR CHILDREN SAFE WHILE THEY CATCH UP?

1) Select the right tutor

- Get to know them first - ask about qualifications, experience (freelance? umbrella body?) & approach
- Take up references and speak to them if you can
- Ask to see a DBS (criminal record) check. NB - private tutors can only get the basic check; (don't let a DBS give you a false sense of security though)
- Find out which platform they will use and its safety features

2) Establish clear rules

- Sessions must always be arranged via you; the tutor should not contact your child directly between sessions, send private messages or change communication platform
- A tutor is not a friend – they should behave in a professional way, like a teacher
- Sessions must not be recorded without your approval
- Try to be in the room for all sessions, especially for younger children, and certainly the first time
- Your child should not join a session from a bedroom. If this is unavoidable, pop in frequently, ensure they are fully dressed at all times, point the camera away from beds & personal information, and blur or change the background

3) Make sure your child knows

- The rules apply to them and the tutor
- A tutor is a teacher not a friend
- Neither tutor nor child should share personal information, private messages or photos & videos
- They must never meet without your approval or communicate on a different platform
- Who their trusted adults are at home and school
- They can tell you if they are asked to keep a secret or anything happens or is said that is strange or makes them feel uncomfortable, scared or upset

FIND MORE SAFEGUARDING RESOURCES TO SUPPORT PARENTS AT PARENTSAFE.LGFL.NET LGfL DigiSafe

Source: https://lgfl.net/sites/default/files/LgflNet/downloads/online-safety/posters/LGfL-DigiSafe-Online-Tutors-Safeguarding-Guidance.pdf